

SouthWest Mosquito Abatement & Control District



Job Description

Title:	Mosquito Abatement District Manager	Code:	
Division:	Administration	Effective Date:	09/09
Department:	Mosquito Abatement	Last Revised:	09/09

GENERAL PURPOSE

Performs a variety of **managerial, administrative and supervisory duties** related to coordinating and carrying out the mission and goals of the county-wide mosquito control program as established by county ordinance and/or state statutes to protect the health of the citizens of Washington County.

SUPERVISION RECEIVED

Works under the broad policy guidance of the Board of Trustees.

SUPERVISION EXERCISED

Provides close to general supervision to Field Inspectors, trapping personnel, and all volunteers, etc.

ESSENTIAL FUNCTIONS

Meet with County Commissioners and Board of Trustees; receive and assist in formulating program goals and objectives and policy interpretation; attend relevant county and public meetings and inform the public of county mosquito abatement programs; serve on committees and task forces.

Develop and organize educational programs related to mosquito-borne diseases and chemical control; speak to organizations and groups on mosquito abatement; respond to questions and complaints; negotiate with land owners.

Prepare and recommend departmental budget; administer departmental budget and ensure all equipment purchases, requisitions, supplies and materials conform to departmental needs and goals; monitor departmental auditing process; maintain inventory of equipment; provide expanded services to citizens through cooperation with other state, federal, and private agency programs; coordinate with the District Treasurer on all money, bonds, and other securities.

Prepare and distribute documents for the County Auditor, County Treasurer, Mayor's Office, and County Commissioners, and other agencies as prescribed by law.

Recruit, hire, discipline, and dismiss department employees in accordance with county personnel policies; conduct safety meetings; assign personnel and equipment to maintain scheduled operations; oversee the training of personnel in the proper use and maintenance of pesticides, spraying equipment, and personal protective equipment to meet state and federal safety and health standards.

Develop inter-local agreements as needed (negotiate, coordinate, obtain permits) to achieve cooperative efforts related to the control of mosquitoes.

Collect, synthesize, analyze, manage, and report mosquito data; analyze data to determine validity, quality, and scientific significance of mosquito activities.

Plan, organize and direct comprehensive program of mosquito control within the District boundaries; oversee various District programs and larvicide and adulticide applications to combat West Nile Virus, Western Equine encephalitis, Dog Heart Worm, and other potential mosquito-borne diseases; initiate viral surveillance programs; supervise the placement of mosquito traps, extraction of blood samples from animals and birds, the proper care of test flocks, and proper shipment and storage of biological samples to Dept. of Health and State Veterinarian laboratories.

Oversee and participate in field surveillance; enter field information into GPS mapping system; operate personal computer as needed to log and record data and generate reports and records; and submit reports to various federal, state and local agencies.

Supervise the operation, maintenance and repair of chemical sprayers and trailers; design, install and maintain chemical storage units; monitor all chemical usage to establish on-going record and history to minimize liability and risk; and perform spraying as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a Master's degree in entomology or closely related field;
- B. Four (4) years of experience in field biology which includes at least two (2) years of mosquito control and two (2) years of supervisory/administrative management experience;
- C. Experience managing vector-control programs;
- D. Experience and ability to plan, organize and carry out field and/or lab research (ability to understand and write scientific reports/papers, apply for grants, etc.);
- E. Considerable knowledge of the scope and subject of entomology, vector ecology as related to mosquito control (identification, mosquito abatement techniques and practices, integrated pest management procedures);
- F. Knowledge of pesticides, chemicals, and combinations of chemicals for effective mosquito abatement (legislation, practices, EPA regulations and guidelines);
- G. Knowledge of administrative practices, principles of organization and fiscal and personnel management (ability to supervise subordinates and to direct work performed by employees in order to maximize control services);
- H. Ability to develop effective working relationships with elected officials and the public and communicate effectively verbally and in writing;

2. Special Qualifications:

Must possess and maintain a valid Utah State Drivers License.

Must possess a state of Utah, Department of Agriculture, non-commercial applicators license.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)